

Systems Analysis Branch

Systems Accountant

(1)

GS-510-14

Systems Acct.

Duties

1. Serves under the general supervision of the Chief, Analysis Branch. Incumbent must work on the entire spectrum of systems work with specific duties directed toward payroll systems related tasks. In this capacity he or she will perform as Payroll System Project Leader and must supervise three individuals. This supervision will entail all aspects such as setting work assignments, establishing PERT charts, review progress of each system task and assume responsibility for decisions, commitments and conclusions. In the performance of these duties, he or she must maintain a high degree of competence in the system areas of: systems requirements, data gathering, systems diagnosis, design, controls, conversion, testing, training and the state of the art as related to new computer techniques.

- a. Should be familiar with the philosophies and objectives of the Office of Finance and overall Agency and Intelligence Community financial management trends. Representation is that of a user of systems.
- b. Possess a knowledge of accounting and operating methods with additional knowledge of legal and audit requirements. Must have a capability to audit "through" computer systems.
- c. Education or experience should be broad and should include a knowledge of information science.

2. As project leader of a highly sophisticated and complex payroll system, incumbent must be constantly attuned to legislative (federal, state and local) as well as Agency pay procedures. Incumbent must also maintain a high rapport with individuals responsible for systems controlled by other organizations that impact on the automated, as well as manual, payroll systems.

3. Incumbent will direct the development of all new computerized payroll systems, enhancements to ongoing payroll system and perform as an active member on any Agency integrated systems design that may impact the area of Compensation and Tax.

4. Will be responsible for correlating user specifications between Chief, Compensation and Tax Division/OF and Chief, Application Division/OJCS.

5. Incumbent will serve as focal point for providing analysis and assistance to the Deputy Director of Finance for Plans and Systems in the continual development and upgrading of the CIARDS data base for production of CIARDS actuarial studies.